

## MEDICAL SONOGRAPHER SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>	<b>Last Action</b>
4616	Medical Sonographer Technologist	02	447	6 mo.	10/01/18	Rev.
4617	Medical Sonographer Specialist	02	447	6 mo.	10/01/18	Rev.
4618	Medical Sonographer Manager	03	447	6 mo.	10/01/18	Rev.

### *Promotional Line: 379*

#### Series Narrative

Medical Sonographers operate specialized equipment that transmits high frequency, ultrasound waves in order to produce images of the areas scanned. Sonographers in this series primarily scan abdominal and pelvic areas of the body (such as the spleen, liver, pancreas, uterus, kidneys, or thyroid, etc.), or perform OB/GYN or Breast related procedures.

#### DESCRIPTION OF LEVELS OF WORK

#### **Level I: Medical Sonographer Technologist** **4616**

Employees in positions allocated to this level of the series perform standard ultrasound scans of patients and perform other basic duties related to the examination. Employees scan abdominal and pelvic areas of the body such as the spleen, liver, pancreas, uterus, kidneys, or thyroid, and breast.

A Medical Sonographer Technologist typically:

1. performs ultrasound scans within the ultrasound section, providing complete and accurate imaging for diagnostic assessment of breast, abdomen, pelvis, and small parts.
2. positions patients for scans; sets up and adjusts equipment for each scan;
3. prepares supplies, instruments, equipment, and assists physicians during related procedures, such as thoracentesis, paracentesis, etc.;
4. selects and adjusts equipment and transducers to appropriate settings to obtain, record, store, transmit and print optimal images;
5. confers with radiologist to determine if additional images or information is required;
6. assures the completion of patient records and patient charges;
7. communicates with other departments to successfully schedule various exams for the patients and schedule of same day add-on patients;
8. cleans and disinfects endocavity transducers and other transducers according to manufacturer recommendation and established infection control standards;

9. maintains adequate supplies of gel, probe covers, etc.in ultrasound rooms and informs the supervisor when supplies are depleted;
10. provides technical assistance and instructions to students, employees, and medical residents;
11. performs other related duties as assigned.

**Level II: Medical Sonographer Specialist****4617**

Employees in positions allocated to this level of the series perform advanced ultrasound scans that require delicate or exacting steps and seasoned judgment.

A Medical Sonographer Specialist typically:

1. performs ultrasound scans within the ultrasound section providing complete and accurate imaging for diagnostic assessment of abdomen, pelvis, and small parts;
2. independently performs advanced or highly technical ultrasound examinations;
3. interprets scans and ensures that they provide physicians with required information;
4. provides technical assistance to researchers conducting studies using ultrasound techniques;
5. monitors the operation and calibration of laboratory equipment; makes moderate repairs;
6. participates in quality assurance activities;
7. trains staff in established procedures and new procedures being implemented in the laboratory; advises them on individual examinations as needed;
8. supervises/manages including overseeing work, providing technical and operational assistance, and assigning daily work schedules;
9. orientates, supervises, and evaluates the performance of students or residents in procedures in the laboratory;
10. organizes and coordinates overall patient or research subjects flow (out patients/subjects as well as scheduling the in-patients/subjects for the day);
11. assists with accreditation process;
12. performs duties at the lower level of this series, as required;
13. performs other related duties as assigned.

**Level III: Medical Sonographer Manager****4618**

Employees in positions allocated to this level of the series supervise ultrasound programs and departmental activities in a health care facility. They direct, coordinate, and evaluate the work of lower level medical sonographers. They may also initiate and conduct research studies involving sonography services.

A Medical Sonographer Manager typically:

1. plans the scope, emphasis, and objectives of program:
  - a. confers with administrators and medical staff to ascertain their needs and recommends methods to meet those needs;
  - b. coordinates the department's technical operations with those of other departments to ensure prompt, efficient, and complete patient care;
  - c. establishes procedures to incorporate hospital regulations and professional standards; directs the technical activities of departmental staff and students to ensure compliance with established procedures; ensures that technical personnel are aware of current policies and procedures regarding patient exposure and protective regulations;
  - d. researches and studies trends and developments in ultrasound practices and techniques; develops operational manuals such as developing emergency procedures; and provides manpower in disaster situations; develops and enforces policies and procedures related to the electronic medical records relating to new employee training, employee errors, employee termination, etc.;
  - e. initiates specific research projects, determining the nature of research to be performed, and assigns specific projects to staff members;
2. participates in personnel actions such as hiring, transfers, promotions, training, and discipline:
  - a. assumes responsibility for performance evaluation of all sonographers;
  - b. resolves problems and outlines policies, procedure, and methods for resolving departmental problems;
  - c. designs in-service training programs and keeps abreast of new procedures and equipment; assists with the coordination of continuing education to meet the requirements set forth by regulatory and accrediting agencies;
  - d. schedules, organizes, coordinates and supervises ultrasound staff;
3. serves as technical consultant and advisor to the department head in regards to budget and equipment:

- a. assists in the preparation of budget estimates of personnel, supplies and equipment, contractual services, and upgrading of facilities; prepares bid specifications for technical items; reviews bids; prepares statistical reports of activities and expenditures;
  - b. initiates and participates in testing of new types of equipment; evaluates test results and makes recommendations for the purchase of new equipment; interviews sales and technical representatives from equipment and pharmaceutical companies;
  - c. regulates supplies and equipment, making adjustments with ordering and budgets, and testing new products,
4. performs administrative duties including developing and updating department policy, procedures and protocols; maintains and updates protocol manuals;
  5. responsible for quality control of sonographic images for department; designs and conducts quality improvement studies for department; prepares and maintains documentation necessary to meet state annual inspection criteria for equipment and personnel as well as accreditation;
  6. customizes the clinical content of the electronic medical records, designing and entering all set-up information (e.g., tests, services, service providers, referral forms, letters, handouts, etc.);
  7. creates reports using various software;
  8. monitors and troubleshoots sonography equipment, picture archiving and communication systems (PACS) and web viewing services ensuring that all components are functioning and all external sites are able to connect to these services;
  9. develops objectives and defines mission statement for the department; devises plans for new construction or renovation of existing department, or formulating plans for new or improved services;
  10. performs duties at lower level of this series, as required;
  11. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Medical Sonographer Technologist**

**4616**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

1. High school graduate or equivalent.
2. Current/valid registration, certification or licensure in Medical Sonography, accreditation in sonography by the American Registry for Diagnostic Medical Sonography (RDMS).
3. Current Cardiopulmonary Resuscitation (CPR) Certification.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of conventional ultrasound equipment.
2. Knowledge of health care facilities' computer systems.
3. Knowledge of principles and processes for providing excellent patient care.
4. Knowledge of anatomy and physiology; knowledge of human psychology.
5. Knowledge of administrative and clerical procedures and systems for proper documentation of results including reports, records, etc.
6. Knowledge of all patient safety procedures.
7. Demonstrate basic competencies in processing images and troubleshooting; performs minor trouble shooting operations.
8. Skill in conducting patient education regarding procedures.
9. Ability to follow oral and written instructions.
10. Ability to communicate effectively in both oral and written form.
11. Ability to train students or residents.

**Level II: Medical Sonographer Specialist****4617**CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

1. High school graduate or equivalent.
2. Current/valid registration, certification or licensure in Medical Sonography, accreditation in sonography by the American Registry for Diagnostic Medical Sonography (RDMS).
3. Two (2) years (24 months) of progressively more responsible work experience in the designated area of specialty.
4. Current Cardiopulmonary Resuscitation (CPR) Certification.

\*Note: A Bachelor's degree in a health care related field may be substituted for one (1) year (12 months) of experience.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Advanced knowledge of sonography equipment.
2. Knowledge of health care facilities' computer systems.

3. Ability to coordinate workflow and operations of department, in the absence of the supervisor.
4. Knowledge of principles and processes for providing excellent patient care.
5. Knowledge of anatomy and physiology; knowledge of human psychology.
6. Knowledge of administrative and clerical procedures and systems for proper documentation of results, including reports, charts, etc.
7. Knowledge of all patient safety procedures.
8. Demonstrate basic competencies in processing images and troubleshooting; performs minor trouble shooting operations.
9. Skill in conducting patient education regarding procedures.
10. Skill in proper documentation of results including preparing clear and concise reports, charts, and other written material.
11. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
12. Ability to follow oral and written instructions.
13. Ability to communicate effectively in both oral and written form.
14. Ability to train students and residents.
15. Ability to work well under stressful situations

**Level III: Medical Sonographer Manager****4618**CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

1. High school graduate or equivalent.
2. Current/valid registration, certification or licensure in Medical Sonography, accreditation in sonography by the American Registry for Diagnostic Medical Sonography (RDMS).
3. Four (4) years (48 months) of progressively more responsible work experience in medical sonography.
4. Current Cardiopulmonary Resuscitation (CPR) Certification.

\*Note: A Bachelor's Degree in health care related field may be substituted for one (1) year (12 months) of experience.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of the operations and mechanics of all ultrasound equipment.
2. Knowledge of health care facilities' computer systems.
3. Skill in conducting patient education.
4. Skill in proper documentation of results.
5. Skill in utilizing computers and associated specialized application software for sonographic examination and evaluation.
6. Skill in the effective, efficient and safe use of equipment.
7. Skill in preparing clear and concise reports, charts and other written material.
8. Ability to perform administrative duties.
9. Ability to evaluate and determine priorities of patients' care.
10. Ability to quickly respond to patients' needs in an emergency situation.
11. Ability to organize, direct, and evaluate the activities of students and departmental staff members.
12. Ability to conduct cost analysis and studies on ultrasound equipment.
13. Ability to act as consultant to medical personnel.
14. Ability to conduct research studies and devise new methods for sonographic examinations.
15. Ability to prepare technical reports.